G.R.S. 111 1913.

GENERAL AND REVENUE SECRETARIAT.

( G.A.S. )

NOTES.

File No. 1-13

FILE HEADING.

Office manuals and Standing orders.

From

The Inspector General of Registration in Mysore.

No. 1812 Dated 2nd March 14 Received 5.3.14

| Diary No. 47 | Enclos. One. Spare Copies. | Serial No. 25. |
|---|---|---|

BRIEF ABSTRACT OF LETTER.

Forwards a copy of Registration manual Parts I to III and states that Parts IV & V contg. departmental Circulars are still in the Press and that no manuals of office procedure are kept in the Office.

NOTES AND ORDERS

No 32/E/5 Z 6

Part I of the manual is a reprint of the Regn: regulation of 1903, while part II contains the Regn: Rules framed under Sec 69 of the Regulation and Part III a table of Regn: fees with Rules. Parts IV



GPB—35,000—15 6-12

Serial No.

and V would contain the Departmental circular instructions and orders of forms with the prescribed forms. An office manual to regulate conduct of work in the office of the Regr: and the District Registrars office seems necessary Submitted for orders.

Regr
9/12.

Write asking for Parts IV and V if available now—

Regr
10/12/14

Draft letter submitted

Regr
11/12.

Issue—
Regr
12/12/14

No: 2309/12+2+14 to the Inspector General of Registration asking for 2 copies of each of Parts IV & V of the Regr: manual if available

From The Inspector General of Registration (D No: 155 of 26-12-14). forwards two copies each of parts IV & V of the Regr: manual and requests to be informed of the no: of copies required for use in the Distts:; inviting refce: to his No: 1243 of the 27th Ulto:

The refce: quoted by him has not been



GPB—60,000—7-11-13

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

received in this Branch.

Part IV of the manual deals with departmental circulars and instructions and Part V contains the appendix i.e. the forms registers &c referred to in the rules and circulars

The departmental circulars and instructions relate mostly to the work of Sub Registrars, insp: of Regn: offices returns to be submitted to the Dy. of Regn: &c. Subjects for orders.

Regd 28/12/14. Put up a draft requesting the I. G. of Regn to prepare an office Manual for his office on the lines of the Rules of Office Procedure

RMM 31/12/14

Draft sub

Regd 5/1/15. MM Subd for approval

Approved

RMM 6/1/15

Draft approved

7/1

Issue RMM 7/1

To the Inspector General of Regn: in Mysore

Letter No: 241/E.A. 5/7/15 requesting to have an office manual pre-

NOTE—Contn. sheet.

GPB—25,000—2-11-14

G. R. S. 12]

General and Revenue Secretariat. | File No. 1 of 1913.

Serial No.

pared for his office incorporating therein the general rules of office procedure and to send the draft manual by the end of March 15.

76 Letter No: 2229 of the 31st March 15 from The Inspector General of Registration stating that the draft copy of the office manual will be submitted as early as possible after his return from his tour in the Kadur Dist:. In another connection he has stated on 1.4.15 that he will return to Ard Dist during the next week. A reminder has been sent on 1.4.15. The draft manual will be awaited..

Filed.

Regd 6/4/15. Wait for a week & then remind
MW
6/4

77 Letter No: 3371 dated 16/18th June 15 from the Inspector General of Registration stating that the preparation of the manual has just been taken in hand and the draft will be sent by the end of July next and requests for a copy of the Secretariat manual for refce. & return if necessary.

Filed. This may be sent to the Registrar for opinion re. the question of sending the
Regd
25/6/15.

NOTE—Contn. sheet.

GPH—25,000—2-11-14

G. R. S. 12]

General and Revenue Secretariat.

G & A File No. of 1913-14

35

| Serial No. | |
|---|---|
| | Scott Manual<br>MW 24/8/15<br>Put up a draft forwarding a copy of the Scott Manual for reference and return<br>MLL 1/7<br>For approval<br>MLL 2/7<br>Secretary<br>Approved<br>Drm 15/7<br>Issue MLL 15/7 |
| 1 | To the Dy. Registrar Cuddapah in my No. 18-92 dt 16.7.15 forwarding for reference & return copies of the Kistna manual<br>The Dy. of Regr. in his No. 268 dt 28th July 15 says that the draft manual will be ready by end of Sept 15, the work at present being very heavy.<br>Filed 29/8/15 MW<br>Mem. Remind on 1st Sept 15<br>MLL 4/8<br>Dy. Regr. in his No. 541 dt 2.9.15 says that the rough draft is prepared and a fair draft will be made and submitted by the end of this month. It will be awaited.<br>Filed 16/9. MW<br>MLL 22/9 |

NOTE—Contn. sheet.

GPB—25,000—22-3-15

[ R. S. 12]

General and Revenue Secretariat.

(A) File No. (G) 5 of 1916.

Serial No.

In reply to a reminder of 23.12-1915 the D.G. says that the office manual is undergoing revision & the final draft will be submitted about the second week in January 1916

Noted
Regd
30/12

NLL
12/1

Further reminder sent for approval.

(D. 17-1-16)
In reply to a reminder of 18-1-16 the D.G. of Regn: in his letter No 162 of the 19th Jany 16 says that the final draft copy of the manual is almost ready & will be sent for approval by the D.G. on tour.

Draft letter in red ink

Noted
Regd
24/1/16.

NLL
e/2

2. Letter No: 1865 of the 11/14th Feby 1916 from the D.G. of Regn submitting for approval the draft office manual. The manual is exhaustive. The general rules of office procedure and record rules have been incorporated therein. The list of returns & reports due to & from the office and that of permanent & temporary records could have been conveniently

Flag Z

NOTE—Contn. sheet.

GPB—20,000—30-6-15.

7

G. R. S. 12]

General and Revenue Secretariat.

EA File No( 4/5. of 191 .

Serial No.

not necessary

Flag X

Flag Y

I must do so

4 & 5

put in as appendices instead of burdening the body of the manual.

The form of the Clerk book referred to in Rule 19 seems to be rather very elaborate.

In addition to the Clerk book a "Remind register" is prescribed in rule 24. This seems to be superfluous so far as the Despatch clerks are concerned, since any intermediate reference which is not a final reply could be noted in the Clerk book itself.

In the attendance register ie. 18:2, two columns may be added before the "Remarks" column to note the total no: of days late, and no: of days absent on casual leave during the month.

Rules
Work
Wm 9/4/16.

My suggestions are noted on the body of the Manual. On the whole the Manual seems to be very carefully drafted - the more important points on which info is wanted are :- In the Statement of returns, the dates & authority prescribing must be given.

What are closed files & how are they arranged ?

NOTE—Contn. sheet.

GPB —70,000—17-12-15

J Dr. 1536.

8

G. R. S. 12]

General and Revenue Secretariat.

G. A. File No. 6/5. of 191

| Serial No. | |
|---|---|
| | How are open files numbered? Do the numbers run serially right through or are they begun afresh every year? At what stage are papers transferred to record? Put up a draft calling for reports on these points & also some rules in the office note. 29/4 |
| | Draft submitted Regd 7/5/16. Approved copy submitted — Regd 8/5/16 JO Part III for favour of opinion. Mss 5/5/16 |
| | Submitted Return to Part VIII Mss 6/5/16. 19/5 |
| | 8/5 The Manual has been well drawn-up. The few defects are pointed out in the draft G.O. which may be approved. Mss 19/5 |
| | Seen Member) Approved 20/5/16 Issue Mss 20/5 |

The manual may as well be approved, subject to alteration on specific points. I have changed the draft accordingly. Please put up a typed copy

Mss 4/5

J Dr. 15-36-15

665
G. S. 16.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat.

E.A. File No (G) 5 of 191 .

Serial No.

G.O. No: 5-2-E.A. dy 22nd May 16
approving the draft office manual
subject to certain alterations and
corrections indicated.

Printed copies sent to Bds, Insps &c - 8/6/16.

Letter No: 314 dy 3.8.16 from the Dy.
of Regn: returning the manual stating
that the suggestions have been attended to
and the revised manual sent to Press
for print.

The suggestions have been adopted. The
changes now made by the Dy. of Regn: in ac-
cordance are transcribed in pencil in
the draft manual for facility of refce:
pages 20 & 26.

Printed
received
12/8/16. The draft manual may
be sent as requested
11/8

Draft returned.
Printed
received
12/8.

12/8

Letter No. 5-E. A. G. dy 14-8-1916
from the D. G of Registration returning the
draft manual of his office and requesting
him to send 12 copies of the same when printed

NOTE—Contn. sheet

10

General and Revenue Departments,

No.51-99/E.A. Bangalore,7th February 1914.

From

The Secretary to Government,

General and Revenue Departments.

To

Heads of Departments.

Sir,

With reference to para 5, clause (1) of G.O.No.G.5924-72 G.M.259-13-1 dated the 3rd February 1914, I am directed to enquire whether Manuals or Rules of Office rocedure , a complete set of the standing orders of Government relating to your - Department and a full up-to-date file of the orders and instructions issued by you for the guidance of your subordinate offices are kept and maintained in your office.

2. I am to request that spare copies of the same may, if available, be kindly sent for the information of Government at your earliest convenience.

I have &c.,

Intd. xxx. N.R.

For Secretary to Government.

Intd. N.N.N.
6-2-1914.

Issue

N.R.
6-2-1914.

11 & 25

D47 G A Br 1-13

OFFICE OF THE INSPECTOR-GENERAL
OF REGISTRATION IN MYSORE,

No. 1812/1

*Dated Bangalore, 2nd/3 March 1914.*

FROM

P. Raghavendra Rao Esq., B.A., B.L.,
*Inspector-General of Registration*
*in Mysore.*

To

K. R. Srinivasiengar Esq., M.A.,
Secretary to the Government of His Highness
the Maharaja of Mysore,
General and Revenue Departments.

SIR,

In reply to your letter No. 51-99/G.A. dated the 7th February 1914, enquiring whether Manuals or Rules of office Procedure &c are kept and maintained in this office and asking for spare copies of the same, I have the honor to forward herewith a copy of Registration Manual, Parts I to III, and to state that the Departmental Circular instructions and orders of Government which with the prescribed forms, forms Parts IV and V of the Manual are still in the Press and will be sent on receipt of copies from there.

2. No Manual or Rules of office Procedure are kept in this office .

I have the honor to be,
Sir,
Your most obedient servant,

Inspector-General of Registration.

GAD 93 36 12

1914.

*From*

The *Inspector-General of Registration in Mysore.*

To

The Secretary to the Govt. of H. H. the Maharaja of Mysore General & Rev. Department

Dated 2nd
Despatched 3rd } March 1914
Received

General No. 1812
No.

Enclosure No. one copy of Regn manual.

Forwarding copy of Registration manual parts I to III & stating that the departmental circulars instructions & orders of Govt with the prescribed forms are still in the press & will be sent on receipt of copies from there.

13

G. R. S. 26]

File No.

Serial No.

*Diary No. of letter replied to*

General and Revenue Secretariat

( )

*, the* 191 .

Date of issue 12-12-14

Signed by Jas. R. Madhava Raju,

No. 213

E & A

To

The Inspector (or Deputy Inspector) of Regn: in Mysore

With refce: to your letter No: 1812 of the 2nd March 1914 stating that Parts IV & V of the Registration manual are still in the Press and will be sent on receipt of copies, I am directed to request that you will be so good as to forward

over.

SUBJECT.

two copies of each thereof, if available now.

Inverness

Mr

J. Hy. Lee & Bros.

regd Mm Coal & Receipts.

11/12.

*List of enclosures,*

*Copied by*

*Examined by*

GPB—25,000—4-3-13

15 D. No. 1557/E-A. File 1-13
26-12-14. Sl. No 36.

No. 1421.
2

Office of the Inspector-General of
Registration in Mysore,
Dated, Bangalore, 15th December 1914.

From

DIARY No. J1996

P. Raghavendra Rao, Esq., B.A., B.L.,

Inspector-General of Registration in Mysore,

B A N G A L O R E.

SECTION
FILE N.
SERIAL No.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,

Offg. Secretary to the Government of H.H. the
Maharaja of Mysore,

General and Revenue Departments.

Sir,

In forwarding herewith two copies each of parts IV & V of the Mysore Registration Manual, as desired in your letter No. J. 213/ E.A. dated the 12th instant, I have the honor to invite kind reference to my letter No. 1243 of the 27th ultimo, and to request to be informed, at an early date, of the total number of copies to be sent for use in the --- General and Revenue Secretariat, besides these now sent.

I have the honor to be,

S i r,

Your most obedient servant,

P Raghavendra Rao
15.12.14.

Inspector-General of
Registration.

15-12-14.

B.K.
15-12-'14.

GPB—1C0,CCC—29-7-14

16

1914

From

The Inspecting General of Registration

To

The Offg: Secretary to the Govt of H.H. the Nizam's Govt of Hyderabad General & Rev: Departments

Dated 15th
Despatched 16th } December 1914.
Received

General No. 1421
No.

Enclosure No. Two copies of Registration manual.

Forwarding two copies of Registration manual parts IV & V & requesting that information how many of them are required for use in his office.

17

G. R. S. 26]

24.

File No. 1-13.

Serial No. 73a.

*Diary No. of letter replied to*

No. 241
Ed. A.

General and Revenue Secretariat
( )
, *the* 191

To

The Inspector General of
Regn: in Mysore

Date of issue 7-1-15

Sir,

Signed by Mr. N. Madhava Rao

With refce: to Correspondence ending with your letter No: 1421 of the 15th Ultimo forwarding two copies of Parts IV & V of the Regn: manual, I am directed to request you to be good as to have an office manual prepared for your office ~~on the lines of~~ The general rules of office

*over.*

SUBJECT.

issued with f.o. 18: C 5203-51
E.A. 4-14
of 23rd Nov 1914.

These rules and those the rules
relating to the printed destruction of
a
records approved in f.o.
18: J 1373 of 8th Nov 1910
Regn: 47-09-4
may well be embodied in the
manual and the draft
copy submitted for the approval of Govt. by the Ld of March
15.

Maverca

Draw 7/1
H.T.: draft to govt.
Gulf & Law depts.
Hdc
26/1/15

Nepl
5/1/15
Mm

Copy to Br III
8/1

List of enclo

Copied by

Examined by

GPB—25,000—4-3-13

19
Misc no 1-13
of 85-a.

No. 3371

Office of the Inspector-General of
Registration in Mysore,
Dated, Bangalore, 16th June 1915.
18

From

P. Raghavendra Rao, Esq., B.A., B.L.,

Inspector-General of Registration in Mysore,

BANGALORE.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,

Offg. Secretary to the Government of H. H.

the Maharaja of Mysore,

General and Revenue Departments.

Sir,

Adverting to your letter, No. 241/ E.A. dated 7th January 1915, re the preparation of an Office Manual, and subsequent reminders thereon, I have the honor to state that owing to rush of work, the preparation of the Manual could not be taken up till now. It has just been taken up in hand and every endeavour will be made to submit a draft copy of it for the approval of Government by the end of July next.

2. I request that a copy of the Secretariat Manual may kindly be forwarded to me for reference and return, if necessary.

3. I much regret the delay there has been in dealing with this reference, but it was so far, quite unavoidable.

I have the honor to be,

Sir,

Your most obedient servant,

P. Raghavendra Rao
17.6.15.

Inspector-General of
Registration.

17-6-15.

Dno. 553/80A

VIII 21 6-15

GPB—100,000—29-7-14

20

dup 16

191 5—

From

The Inspector General of Registration in Mysore

To

The Offg: Secretary to the Govt: of H. H. the Maharaja of Mysore General & Rev: Departments Bangalore.

Dated 16th

Despatched 18th } June 1915.

Received

General No. 3371

No.

Enclosure No.

Stating that a draft copy of the office manual will be submitted for approval by the end of July next.

21

G.R.S. 26]

SUBJECT Send for reference and return a copy of the Secretariat Office manual.

Diary No. of letter replied to

Section E - A
File No. 1-193
Serial No. 89.

General and Revenue Secretariat
( )
, the 191 .

No. 92 / Genl / E&A

Date of issue 16.7.1915

To The Dy. of Regn: in Mysore

Signed Sgd. R. Madhava Rao

Sir,

As requested in your letter No. 3371 of the 16th/18th inst. I am directed to forward herewith for reference and early return a copy of the Secretariat Office manual.

I have &c

Due 1/7/15
Note 2/7/15.

Dy. Secy. to Govt.

DIARY No. 385

SEC'T 8.AB

22

Office of the Inspector-General of
Registration in Mysore,
Dated Bangalore, 4 October 1915.

No. 867

From

P. Raghavendra Rao Esq.,B.A.,B.L.,
Inspector-General of Registration
in Mysore,Bangalore.

To

D.M.Narasinga Rao Esq.,B.A.,B.L.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
General Department.

Sir,

With reference to your letter No.921/E.A.,dated 16th July 1915 forwarding a copy of the Secretariat office Manual, for reference, I have the honor to state that as the compilation of an office Manual has been taken in hand by the Excise Department, the copy of the Secretariat Manual is required by that Department for reference and that, if you hav no objection, the book will be handed over to the Excise Department with instructions to return the book direct to you when it is no longer required there.

I have the honor to be,
Sir,
Your most obedient servant,

P. Raghavendra Rao
7.10.15
nspector-General of Registration.

M.N.R.

7-10-15

GPB—50,000—30-7-15

19 15-16

From

The Inspector-General of Registration,
in Mysore. Bangalore.

To

The Secretary to the Government
of H.H. the Maharaja of Mysore

Dated 7-10-15 Revenue Department,

Despatched 11-10-15 Bangalore.

Received

General No. 867
No.

Enclosure No. ——

Stating that if approved,
the "Secretariat Manual"
will be placed at the disposal
of the Excise Commissioner
with instructions to be re-
turned to you when no
longer required ——

GPB—50,000—30-7-15

VIII 1916 16/2 G 1 G 1955 24

From D. Srinivasa Iyengar Esqr., B.A.
Assistant Commissioner, in charge of the office of the Inspector-General of Registration in Mysore Bangalore

To D. M. Narasinga Rao Esqr, B.A.; B.L.
Secretary to the Government of His Highness the Maharaja of Mysore General Department

Dated 11th —

Despatched 14th February 1916

Received

General No. 1865-

No. ★

Enclosure No. 45 + 31

N.S. 11/2/16
To be laid up
Secretary
16/2

Forwards herewith for approval of Government the draft copy of this office Manual

25

Office of the Inspector-General of
Registration in Mysore,
Dated Bangalore, 14th February 1916.

No. 1865
Gm. 45+31

From

D. Srinivasa Iyengar Esq.,B.A.,
Assistant Commissioner,in charge of
the office of the Inspector_General of
Registration in Mysore,Bangalore.

To

D.M.Narasinga Rao Esq.,B.A.,B.L.,
Secretary to the Govt.of His Highness
the Maharaja of Mysore,
General Department.

Sir,

In continuation of my letter No.1628 dated the 19th Ultimo, I have the honor to forward herewith for approval of Government, the draft copy of my Office Manual prepared in pursuance of the instructions conatined in your letter No.241/F1 dated 7th January 1916.

I have the honor to be,
Sir,
Your most obedient servant,

D. Srinivasa Iyengar

Assistant Commissioner,in charge of the
office of the I.G.of Registration.

11.2.16.

M.N.R.

GPB—50,000—80-7-15



26

From

To

Dated

Despatched

Received

General No.

No.

Enclosure No.

27

G.R.S. 28]

E&AG File No. 5.
Serial No. 2.

*Diary No. of letter replied to*

*Proceedings of the Government of His Highness the Maharaja of Mysore*

GENERAL AND REVENUE SECRETARIAT.
( )

, *the* 191 .

Date of issue 23-5-16

Signed by Mr. R. Madhava Rao

READ—

Letter No.1865 dated the 11th February 1916 from the Inspector General of Registration in Mysore submitting for approval a draft manual regulating work and procedure in his office.

ORDER THEREON.—No. 5-2 dated 22-5-1916

Encl

The manual requires revision on the following lines:-

(1) The nature of the closed files and the mode of their arrangement may be explained.

*over.*

SUBJECT.

Approves the draft office manual for the office of the I.G. of Regn:

GPB—50,000—1-12-12

(2) How are open files numbered? Do the numbers run serially right through or are they begun afresh every year? This should be specified.

(3) The stage at which the papers are to be transferred to the record room should be mentioned.

(4) The maintenance of a separate "Remind Register" contemplated in Rule 24, in addition to the clerk book referred to in Rule 19 is superfluous, as all intermediate references ~~which do not partake of the nature of final replies~~ can conveniently be noted in the clerk book itself by the disposal clerks.

(5) In the attendance register, two additional columns may be opened before the "Remarks" column to show the number of days late and the number of days absent on casual leave during the month, in the case of each official.

(6) In the list of returns due in and from the office, the dates and authority prescribing may be given.

G.R.S. 27]

GENERAL AND REVENUE SECRETARIAT.

*(Continuation sheet draft form.)*

2. Subject to these alterations and corrections made in the body of the book, the manual is approved. The Inspector General is requested to get the manual printed and forward one dozen copies for use in the Secretariat.

Secretary to Government,
General Department.

To The Dy. Inspr. of Registration
& Inspr, Govt. Rens.

No. 5-2---E. A. G., DATED 22ND MAY 1916.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Letter No. 1865, dated the 11th February 1916, from the Inspector-General of Registration in Mysore, submitting for approval a draft manual regulating work and procedure in his office.

**Order No. 5-2—E. A. G., dated 22nd May 1916.**

The manual requires revision on the following lines:—

(1) The nature of the closed files and the mode of their arrangement may be explained.

(2) How are open files numbered? Do the numbers run serially right through or are they begun afresh every year? This should be specified.

(3) The stage at which the papers are to be transferred to the record room should be mentioned.

(4) The maintenance of a separate "Remind Register" contemplated in Rule 24, in addition to the "clerk book" referred to in Rule 19 is superfluous, as all intermediate references can conveniently be noted in the "clerk book" itself by the disposal clerks.

(5) In the attendance register, two additional columns may be opened before the "remarks" column to show the number of days late and the number of days absent on causal leave during the month, in the case of each official.

(6) In the list of returns due in and from the office, the dates and authority prescribing may be given.

2. Subject to these alterations and corrections made in the body of the book, the manual is approved. The Inspector-General is requested to get the manual printed and forward one dozen copies for use in the Secretariat.

D. M. NARASINGA RAO,
*Secy. to Govt., Gen. Dept.*

To—The Inspector-General of Registration in Mysore.
The Superintendent, Government Press.

Exd.—C.R.

30.
31.

# Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

## G. O. No. 5-2—E. A. G., dated 22nd May 1916.

**Office Manual.**

Approves the draft — for the Office of the Inspector-General of Registration.

W D 2917—GPB—5-6-16—250

32

No. 314

Office of the Inspector-General of Registration in Mysore,
Dated Bangalore, 3rd August 1916.

GEN. & REV. SECTT. 4 AUG 1916

From

P. Raghavendra Rao Esq.,B.A.,B.L.,
Inspector-General of Registration
in Mysore,Bangalore.

To

D.M. Narasinga Rao Esq.,B.A.,B.L.,
Secretary to the Govt.of His Highness
the Maharaja of Mysore,
General Department.

Sir,

Adverting to Government Proceedings, No.5-2/E.A.G. dated 22nd May 1916, I have the honor to state that the alterations therein pointed out have been made in the draft Manual and that a revised copy has been sent to the Government Press for being printed.

2. I send enclosed for information, a memorandum containing the suggestions made by Government and the action taken thereon.

3. The Manual received with the above is forwarded herewith, for reference and kind return when no longer required.

I have the honor to be,

Sir,

Your most obedient servant,.

P. Raghavendra Rao
2.8.16.

Inspector-General of Registration.

M.N.R.

Memorandum shewing the lines on which portions of the Office Manual have to be revised in accordance with the instructions contained in G.O.No.52/E.A.G. dated 22nd May 1916 and the action taken.

| Suggestion. | Action taken &ca. |
|---|---|
| I. The nature of the closed files and the mode of their arrangement may be explained. | In Rule 35, after the words " Permanent and Temporary " insert the following in place of "Permanent Records into closed ones".<br><br>" Temporary records are those that are referred to in list 2 pf para 4 of Rule 45 and these will be retained in folded bundles arranged chronologically - District war - till such time as they are to be passed on for destruction. All 'From' and 'To' communications will however be kept distinct from one another. All other records being of a permanent nature will be formed into open files, as far as possible. |
| II. How are open files numbered?. Do the numbers run serially right through or are they begun afresh every year. This should be specified. | Add the following to Rule 42.<br><br>"The numbers given to open files will be continued unchanged from year to year, new numbers being given to new files." |
| III. The stage at which the papers are to be transferred to the record-room should be mentioned. | In rule 34 omit the words " Papers should immediately after they are despatched or issued" and insert the following instead:- " Papers should be transferred to the Record-room only when they are finally disposed of, or when the Head of the office, considers that their retention with the concerned clerks, is no longer necessarry. In the latter case, the papers will be transferred only after obtaining the requisite orders of the Head of the office, by the clerks concerned. These papers will x x x x (the rest of Rule 34 to be retained as at present). |
| IV. The maintenance of a separate " Remind Register" contemplated in Rule 24, in addition to the Clerk Book" referred to in Rule 19 is [illegible] references can conveniently be noted in the "Clerk Book" itself by the disposal clerks. | " Remind Register" will be maintained only in case it is found that after a period of one year the "Clerk Register" will not serve the purpose fully or conveniently. |
| V. In the attendance Register, two additional columns may be opened before the Remarks column to shew the number of days late and the number of days absent on casual leave during the month, in the case of each official. | Noted - will be attended to. |
| VI. In the list of returns due in and from the office, the dates and authority prescribing may be given. | Noted. Do. |

P. Raghavendra Rao
2.8.16
Inspector-General of Registration.

2.8.16

M.N.R.

54

1916.

From The Dy. of Registration in Mysore, Bangalore.

To The Secretary to the Govt of H.H. the Maharaja of Mysore, General Depte

Dated 2.8.16

Despatched 3.8.16.

Received

General No. 314.

No.

Enclosure No. 1 file.

Forwarding the office Manual revised as suggested -

GPI—75 reams—25-5-10

G. R. S. 26]

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File

Serial

*Diary No. of letter replied to* .....

No. 5-E.A
Cue./

General and Revenue Secretariat

( )

, *the* 191 .

To

The Dy. of Reg
in the

*Date of issue* 14-8-1916

Sir,

Signed by Mr. R. Madhava Rao

I am directed
as desired
herewith the draft n
of your office receiv
Your letter No: 314 d
and to request that
a dozen
printed copies may be
~~to be sent for use the~~
supplies to this Offi the

it is

Regd
14/8.

SUBJECT.